WaTech
Washington Technology Solutions

PROJECT QUALITY ASSURANCE PROVIDER MINIMUM QUALIFICATIONS STANDARD

See Also:
RCW 43.105.054 OCIO Governance
RCW 43.105.205 (3) Higher Ed
RCW 43.105.020 (22) "State agency"
Project Quality Assurance Policy

1. **WaTech categorizes all major projects under oversight as Tier 1, Tier 2 or Tier 3 projects based on complexity and risk assessment. The agencies are recommended to evaluate project complexity, overall project risk and define minimum experience and qualification criteria for the QA vendor, such as:**

    a. Added project management and/or quality assurance experience based on overall project risk level. Higher risk projects would benefit from seasoned, experienced resources.

    b. Previous public sector project management experience on multiple large-scale projects.

    c. Subject matter expertise related to the project.

    d. Prior experience with the development methodology proposed by the project.

2. **For Tier 3 projects, the designated lead QA provider must have:**
    a. Minimum seven years of recent (within the past 10 years) experience successfully performing the QA activities outlined in the Minimum Project Quality Assurance Activities Standard on a project with $10M or more total project planned spend, **OR**

    b. A combination of prior QA or PM experience totaling 10 or more years in the past 15 years that include:
        i. Minimum three years of recent (within the past five years) experience successfully performing the QA activities outlined in the Minimum Project Quality Assurance Activities Standard on a project with $10M or more total project planned spend.

        ii. Any experience as a lead or deputy project manager providing successful project management services on information technology

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(IT) projects of similar or greater size, risk, and complexity when compared to the project being undertaken.

3. **For Tier 2 projects, the designated lead QA provider must have:**
    a. Minimum six years of recent (within the past 10 years) experience successfully performing the QA activities outlined in the Minimum Project Quality Assurance Activities Standard on a project with $2M or more total project planned spend, OR
    b. A combination of prior QA or PM experience totaling six or more years in the past 10 years that includes:
        i. Experience successfully performing the QA activities outlined in the Minimum Project Quality Assurance Activities Standard on a project with $2M or more total project planned spend, AND
        ii. Experience as a lead or deputy project manager providing successful project management services on information technology (IT) projects of similar or greater size, risk, and complexity when compared to the project being undertaken.

4. **For Tier 1 projects, the designated lead QA provider must have:**
    a. Minimum five years of recent (within the past 10 years) experience successfully performing the QA activities outlined in the Minimum Project Quality Assurance Activities Standard on a project with up to $2M total project planned spend, **OR**
    b. Minimum five years of recent (within the past ten years) experience as a lead or deputy project manager providing the successful project management services on an information technology (IT) project of similar or greater size, risk, and complexity when compared to the project being undertaken.

    c. A combination of prior QA or PM experience totaling five or more years in the past 10 years.

REFERENCES

1. [Definition of Terms Used in WaTech Policies and Reports](#).

CONTACT INFORMATION

- For questions about this policy, please email the [WaTech Policy Mailbox](#).
- For technical assistance, please email the [WaTech Consultants](#)